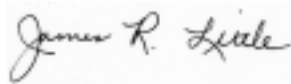


For: All FSA Supervisors and Managers

FY 2002 Civil Rights Training

Approved by: Administrator



1 Overview

A

Background

The USDA Office of Civil Rights (CR) has decreed that the current cycle of civil rights training for USDA will be addressed to managers and supervisors. The training will consist of the following courses:

- EEO (SkillSoft)
- ADR: Conflict Resolution (SkillSoft and reading assignment)
- Effective Communication (SkillSoft)
- Cultural Diversity: Recruitment, Hiring, and Workforce Profiles (reading assignment)
- Affirmative Action (reading assignment).

This web-based training will be offered by USDA and SkillSoft.

Note: SkillSoft offers over 400 courses, which managers and supervisors may take at no additional charge during the period November 1, 2001, through October 31, 2002. SkillSoft will notify FSA of any other courses that are completed. Training and Development Branch (TDB) will then add these completed courses to the Combined Administrative Management Systems (CAMS) training history. A course will be listed as complete in the course status column when the assessment score threshold (75 percent) is attained.

Continued on the next page

Disposal Date

October 1, 2002

Distribution

All FSA Deputy Administrators, Division Directors, and SED's

Notice AO-1256

1 Overview (Continued)

B

Purpose

This notice provides information about required civil rights training. This notice only addresses the 3 SkillSoft courses and 3 reading assignments required for civil rights training.

C

Accommodation

Persons with disabilities who require accommodations to attend or participate in this training should contact Regina Duncan on 202-418-9053 or Joe Hoffman on 202-418-9048 and 202-418-9107 (TDD).

D

Labor Management Obligations

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

2 Details of Training

A

Who is to Receive Training

All FSA full-time managers and supervisors shall receive civil rights training.

Note: See subparagraph 3 C to determine if you are required to complete the 3 SkillSoft courses.

B

Method of Training

The training courses are available online as web-based training (WBT). Two of the courses consist of reading material, while the other 3 are SkillSoft courses that have questions that must be answered to complete the course. FasTrac considers the course complete when a score of 75 percent has been achieved on each lesson's mastery assessment. Viewing all of the course content alone will not make the course complete. To see the assessment results, click on the course title.

Continued on the next page

2 Details of Training (Continued)

C

WBT

WBT will simplify the following administrative processes related to conducting and tracking the training:

- registering students to take the training online
- electronic recordkeeping as to who has started and who has completed each course
- USDA will provide TDB with an Excel file showing who has completed the courses on a periodic basis.

Note: These files will be sent to CAMS periodically and the data will be added to the CAMS training history datafile.

3 Course Information

A

Delivery of Training Online

The training will be available starting November 1, 2001, on the internet. Managers and supervisors may obtain instructions for completing the training at <http://www.hqnet.usda.gov/cr/WELCOME.HTM>.

Managers and supervisors must obtain a password to access the training.

Continued on the next page

3 Course Information (Continued)

B

SkillSoft Passwords

Managers and supervisors may obtain their password by going to either:

- the TDB website at <http://dc.FFasintranet.usda.gov/hrd/Training/training.htm> and clicking on “FSA Civil Rights Training FY01”
- http://dc.FFasintranet.usda.gov/hrd/Training/civil_rights%20mandatory%20FY01.htm.

Passwords are required to access the SkillSoft courses. Passwords may be obtained by following instructions on the FSA website. If no password is forthcoming after entering SSN, either of the following could be a possibility:

- not a supervisor/manager
- a new supervisor/manager who’s name, SSN, and password have not yet been entered into the USDA website

Note: New managers should try again after the first of the next month.

- the last 4-digits of SSN or last name were incorrectly entered, try again.
-

4 Training Materials

A

Online Materials

All training materials are online. There are no hard copies available. If a copy is needed, print from the Internet.

Notice AO-1256

5 Action

A

Action Requested

All Deputy Administrators and SED's shall be responsible for the following.

Step	Action
1	Notify all full-time managers and supervisors that training is required to be completed by COB May 2, 2002.
2	Visit the FSA, HRD, TDB website for password and visit the USDA FSA Civil Rights website for instructions and accessing the training.
3	Periodically check on training completion by running "Public Query: FSA Course Attendee List" - no POI on each course. Division directors may contact Regina Duncan on 202-418-9053 for query reports for that division.
4	Notify those who have not completed the training that they need to complete it.

6 Contacts

A

Questions About Course Content or Civil Rights Issues

If you have any questions about civil rights issues or course content contact Sean Clayton, FSA Civil Rights and Small Business Utilization Staff at 202-401-7215.

B

Questions About Training Administration

If you have any questions on training administration contact 1 of the following.

Lead Training Administrator	Regina Duncan HRD, TDB	202-418-9053 202-418-9107 (TDD/TTY) regina_duncan@wdc.fsa.usda.gov
Backup Training Administrator	Joe Hoffman HRD, TDB	202-418-9048 202-418-9107 (TDD/TTY) joe_hoffman@wdc.fsa.usda.gov